

Chapter BC 3

ESTABLISHMENTS AND INSPECTIONS

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**BC 3.01 Establishment requirements.** (1) Barbering and cosmetology, aesthetics, electrology, and manicuring shall not be practiced outside the confines of a licensed establishment except as provided in s. BC 2.03 (6). Establishments, including floors, walls, ceilings, furniture, equipment, tools, utensils and instruments, shall at all times be in good repair and maintained in an orderly and sanitary condition.

(2) No barbering or cosmetology establishment shall operate without a licensed manager who has been designated on the application held by the board as a manager of record. The manager of record is required to work full time. The manager of record is not required to be in an establishment at all times when an establishment is open for business, unless the establishment is open less than 30 hours per week.

(3) If public drinking facilities are provided, disposable drinking cups or a drinking fountain shall be available.

(4) All floor coverings in an establishment shall be kept in a clean, orderly and safe condition. Loose hair shall be removed regularly and placed in a closed container.

(5) Public toilet facilities for the establishment shall be provided within the building, directly adjacent to or accessible by a hallway. Toilet facilities shall be kept clean, sanitary and in working order at all times. Soap, disposable towels and a wash basin with hot and cold running water shall be provided. The toilet room shall not be used as a dispensary or for the providing of services. Items stored in the toilet rooms shall be in closed cabinets. Poisonous substances stored in the toilet room shall be locked in a cabinet or closet.

(6) Establishments shall provide areas designated for storing, cleaning and disinfecting equipment.

(7) Plastic or metal containers of adequate size shall be provided to store all soiled linen. All soiled linen shall be properly cleaned or disposed of after use.

(8) Establishments where apprentices are trained shall provide equipment, supplies and products for all barbering and cosmetology services.

(9) No smoking shall be allowed in areas of an establishment where flammable products or materials are being used or stored.

(10) Pets shall not be kept in an establishment during business hours.

(11) Where an establishment is located in the same building as a residence, the business and living quarters shall be separate. All doors leading to an establishment from rooms used for domestic purposes shall be kept closed.

(12) At the location where services are provided to patrons, each establishment shall provide a basin appropriate to the services provided which has a hot and cold running water supply, and a chair which is designed for the service to be provided. Establishments shall provide the equipment and supplies necessary to perform the services offered.

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (2) and (4), cr. (12), Register, December, 1990, No. 420, eff. 1-1-91.

**BC 3.02 Establishments for specialty services.** Establishments for aesthetics, electrology or manicuring services shall comply with s. BC 3.01(1) and (3) to (11) and ch. BC 4.

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 3.03 Booth rental and dual licensure.** (1) More than one licensed establishment may be located within the same premises and share and simultaneously use only a common waiting room and toilet facilities. Every licensed barbering and cosmetology establishment shall have separate and fully equipped work stations and a manager of record.

(2) Any licensed establishment which offers electrology shall be licensed as an electrology establishment.

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (1), Register, December, 1990, No. 420, eff. 1-1-91.

**BC 3.04 Establishment applications.** (1) Before a person may open a new establishment, or relocate or change the ownership of an existing establishment, the person shall submit an application to the board on a form specified by the board, and secure the board's approval of the application.

(2) The application shall be notarized, and the board may require the identification or indication of the owner, business address, manager of record, type of business, floor plan, dimensions and required equipment, in addition to other information which may be needed to approve the issuance of a license.

(3) Upon approval of the application and posting of the license in the establishment, the establishment may open for business.

(4) Falsification of any information on the application may be grounds for denial, suspension or revocation of the establishment license and subject the applicant to penalties as indicated in s. 454.16, Stats.

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 3.05 Inspections.** (1) All new establishments, relocated establishments or establishments under new ownership which are licensed under s. 454.08, Stats., shall be inspected within 45 days of the date that the license is issued or reissued.

(2) Inspections by field representatives or agents of the board may be conducted to assure compliance with ch. 454, Stats., and chs. BC 1 to 6.

(3) Upon notification of violation, licensees shall respond within 5 days either by notifying the board of correction of the violation or presenting a proposed plan of correction for board approval.

Register, December, 1990, No. 420

(4) Failure to respond to a notice of violation, or to comply with a plan of correction approved by the board, is unprofessional conduct.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89.